

DIVISION OF HEALTH SERVICES REGULATION  
ADVISORY COMMITTEE OF OPTICIANRY

3 CAPITOL HILL  
CONFERENCE ROOM 104  
PROVIDENCE, RHODE ISLAND

Wednesday, November 05, 2014  
8:45 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Kim Chace, Licensed Optician  
John Lynch, Licensed Optician  
Matthew Steward, Licensed Optician

BOARD MEMBERS NOT IN ATTENDANCE

Charles Hogenmiller, Licensed Optician  
Consumer Member, Board Vacancy

STAFF MEMBERS IN ATTENDANCE

Arlene Hartwell, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Advisory Committee of Opticianry was held on Wednesday, November 5, 2014, at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 8:50 AM on a motion by Kim Chace and seconded by Matthew Steward. Motion carried.

2. Presentation of the September 3, 2014 Open Session Meeting Minutes

Motion was made by Matthew Steward and seconded by Kim Chace to accept the Open Session minutes of September 3, 2014. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

- The board manager reported that one applicant had been approved for RI licensure as an optician on September 23, 2014
  - i. Timothy A. Dunn

4. Old Business

- The Board reviewed a letter drafted by Matthew Steward of the Rhode Island Association of Registered Dispensing Opticians. The letter is addressed to Dr. Michael Fine, Director of HEALTH and David Heckman, Chief of Program Development. The letter requests a change in language of the Rules and Regulations through the RI General Assembly.
  - i. On a motion by Kim Chace and seconded by John Lynch, the board voted unanimously to approve the letter.

5. New Business

- National Commission of State Opticianry Regulatory Boards (NCSORB) e publication was distributed by Arlene Hartwell to board members to review

regarding a newly offered examination. John Lynch stated that the board needs more time to review the NCSORB literature regarding potential future changes. On a motion by Kim Chace and seconded by John Lynch, the board voted unanimously that applicants continue to take the National Board of Opticianry written exam and The Learning Curve practical exam.

- Statute 5-35.2 Opticians and Rules and Regulations Pertaining to Opticians
  - i. Matthew Steward motioned that the letter to Director Fine and Mr. Heckman be revised. The letter will include recommendations to eliminate outdated information and reflect common practices of Opticians in Statute 5-32.2 and the Rules and Regulations Pertaining to Opticians. The motion was seconded by Kim Chace and carried by unanimous vote.

6. Motion to adjourn to Closed Session

Motion was made by Matthew Steward and seconded by Kim Chace to adjourn to Closed Session at 9:32 AM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting.

7. Motion to return to Open Session

Motion was made by Kim Chace and seconded by John Lynch at 9:37 to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

8. Final Actions on all votes taken in Closed Session

- The board reviewed one application for completion of CEUs and voted unanimously that the applicant had met all requirements on a motion by John Lynch and Seconded by Kim Chace.

9. Adjournment

The next Advisory Committee for Opticianry meeting will be held Wednesday, February 25, 2015 at 8:45 AM at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by John Lynch and seconded by Matthew Steward to adjourn at 9:38 AM. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Arlene Hartwell".

Arlene Hartwell  
Board Manager  
Office of Health Professionals Regulation